

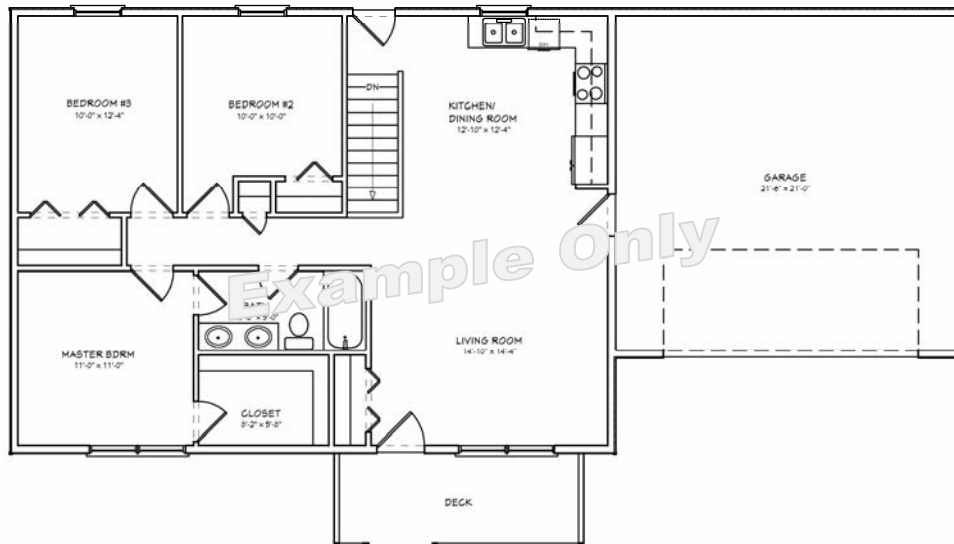


Rowan County Building Code Enforcement

402 North Main Street • Suite 207 • Salisbury, N.C. 28144-4341

Office: 704-216-8619 Fax: 704-638-3130

RESIDENTIAL PLAN GUIDELINES





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TABLE OF CONTENTS

Memorandum for Residential Plan Requirements	Page 3
Procedure for Obtaining a Permit	Page 4
Explanations	Page 5
Plan Examples	Page 6-7
Contact Sheet	Page 8
IVR Information Sheet – for calling in Inspections	Page 9
IVR Code List	Page 10-11
Citizen Access Information	Page 12
Work by a Non-Licensed Contractor – REQUIRED AS NEEDED	Page 13
Owner Acting as Their Own Contractor – REQUIRED AS NEEDED	Page 14
Affidavit of Workers' Compensation Coverage – REQUIRED	Page 15
Flood Administration Information Page – REQUIRED	Page 16
Additional Data / Final Inspections – REQUIRED	Page 17



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Memorandum

To: Contractors and Owners

From: Dana Hart, Director of Building Code Enforcement

Date: 1 September 2010

Subject: Residential Plan Review Requirements for 1 & 2 Family Dwellings, Attached or Detached Structures and Additions or Alterations to Existing Structures per NCSBC Residential Edition 2009 Code

To help better serve the citizens of Rowan County during the Residential building process, the Building Code Enforcement Department has developed a new policy and is as follows:

The criteria required for plans **PRIOR** to issuance of a building permit are as follows:

1. Site Plan (PLOT) approved by Planning and Development (Room 204)
2. Flood Administration Approval by Rowan County or City of Kannapolis/Salisbury
3. Zoning Permit issued by Planning and Development (Room 204)
4. Environmental Health Permits for well and septic (Room 106)
 - New Well and Septic permits are required for new builds
 - Septic Re-inspections are required for adding bedrooms and Mobile Homes
5. Foundation Details
6. Floor Plan
7. Elevation Details – if required by Planning and Development (Room 204)
8. Residential Plan Application (1 copy required – back page)

One set of plans are required to be stamped by the Building Code Enforcement to be visible on the job site until final inspections are passed.

These details, plans or drawing are the minimum required drawings as determined by the authority having jurisdiction. In addition, to assure your plans are expedited as quickly as possible, the Residential Plan Application must be attached to each set of plans submitted.

At issuance the Zoning Permit and Environmental Health information will be needed.

The owner/builder may draw their own plans or may have them prepared by a design professional. Plans can either be drawn to scale or dimensioned and must be legible.



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PROCEDURE FOR OBTAINING A PERMIT

1. Submit 1 set of plans to the Building Code Enforcement Department.
The set will be stamp and will be required to be on site until the final inspections are passed.
2. Bring relevant information for permit applications:
 - Owner's Name
 - Owner's Property Address
 - Owner's Contact Number
 - Directions to the Property (No Map Quest please)
 - Flood Administration Approval by Rowan County or City of Kannapolis/Salisbury
 - Zoning Permit (either from county, Room 204, or corresponding municipality)
 - Map and Parcel Number verification (will be verified in Tax Assessor office, Room 201)
 - Environmental Permits – Well and Septic – as required (Room 107)
 - Contractor's Name, Address, Contact Number, and License Number
 - Dimensions, Square Footage and Value of Construction
 - Information on who is providing Worker's Compensation – as required



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Explanations

Site Plan: As referenced on drawing & to include distances from property lines all sides

Footing Details: Including length, width and depth or may be designed by a registered engineer for soil areas of less than 2,000 PSF (pounds per square foot)

Compaction: In relation to controlled fill or in conditions where the Inspector determines the soil may or may not meet the allowable 2000 PSF

Foundation: In reference to height, back fill and applied changes as indicated in Chapter 4 of the North Carolina Building Code: Residential Code

Floors: Joist spans, spacing, attachment, girder sizing, supports, cutaway detail and specific information to determine floor load compliance

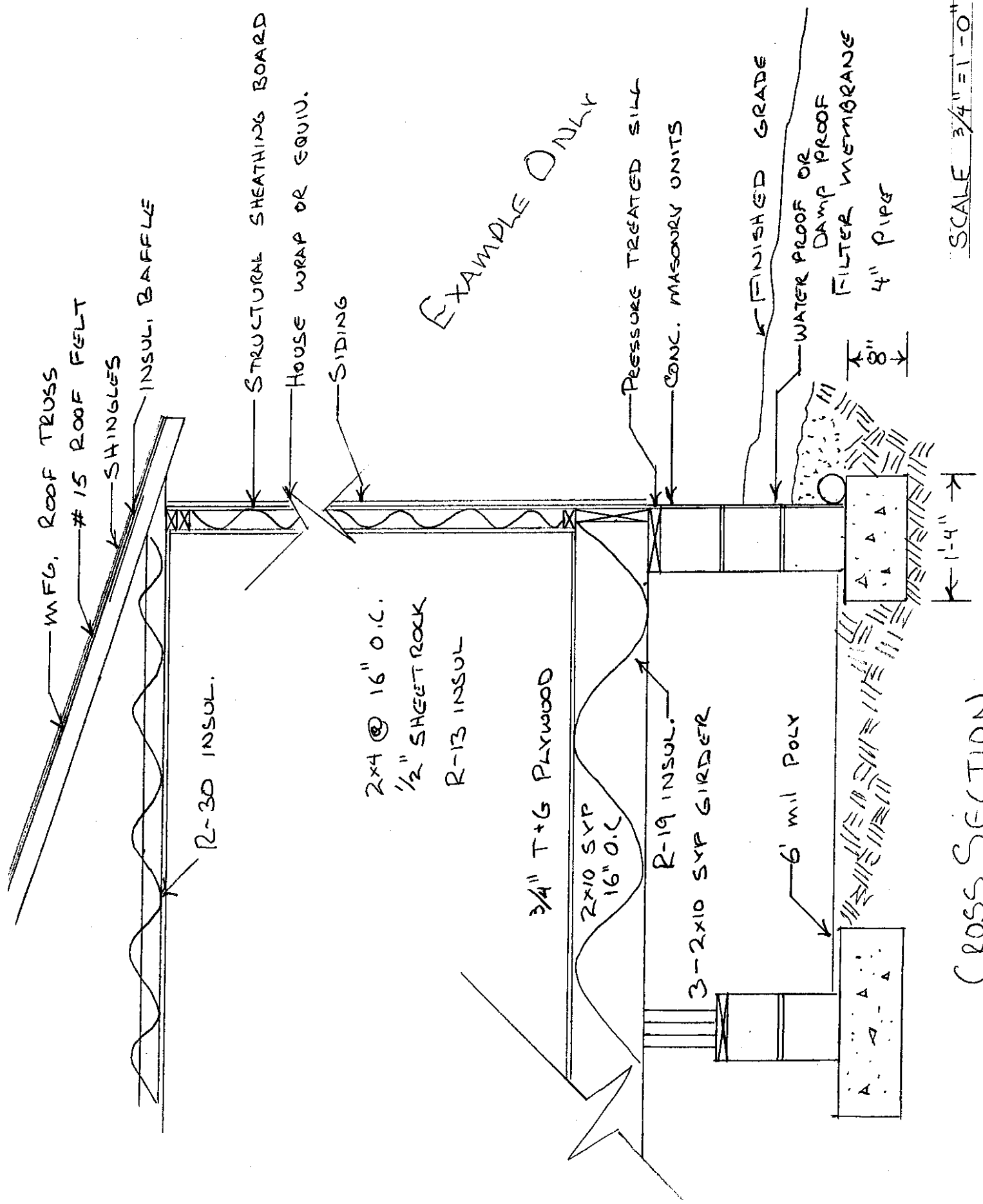
Framing Details: Outside walls, load bearing walls, interior partitions, stud spacing, header design, attachment applications, (nails, screws, brackets, hangers, specialty fasteners)

Wall Details: Cantilevered, special heights, bracing, special windows, stud spacing, header supports.

Roof System: Pitch, rafters, decking, felt paper, shingles, metal, types approved for specific product installations such as required for Icynene Insulation Products.

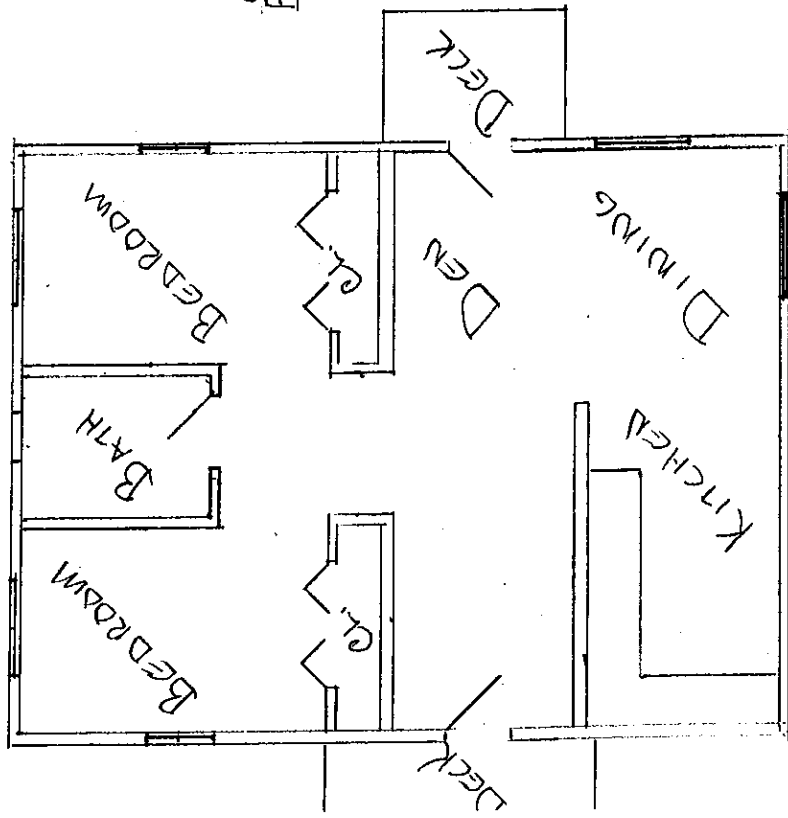
Structural Data: Data provided with special headers, micro lams, tji's, trusses, steel products, (floors, roofs, garage door openings, window headers, cantilevered floor systems).

Retaining Walls: All retaining walls over four (4) feet require Engineered Design submittal to Inspector.



SCALE $\frac{3}{4}" = 1'-0"$

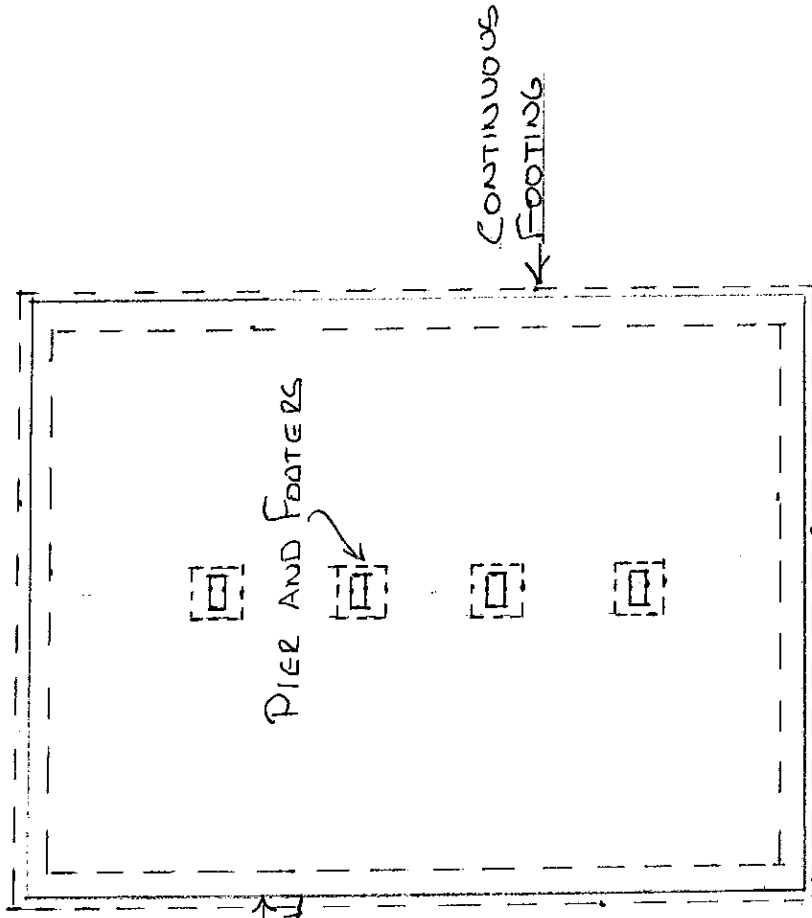
CROSS SECTION



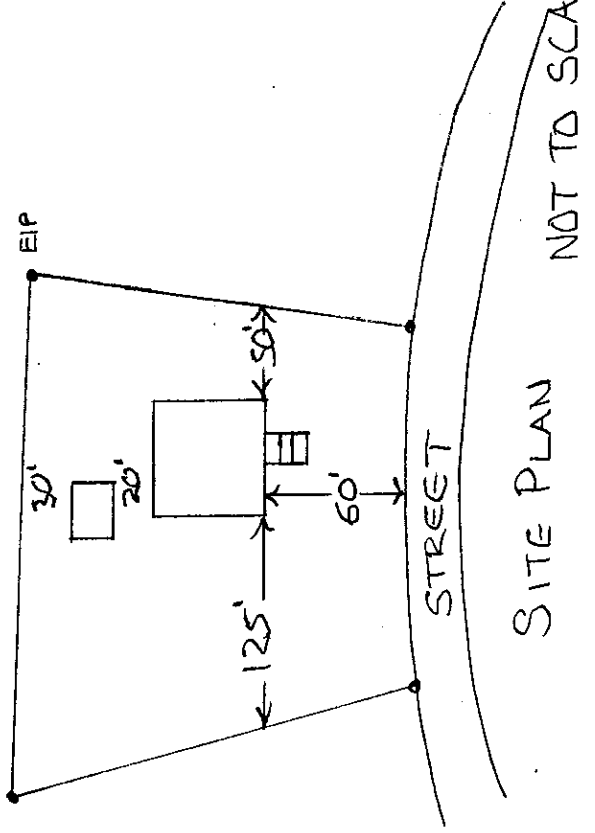
FLOOR PLAN

SCALE $\frac{1}{8}" = 1'-0"$

EXAMPLE ONLY



FOOTING & FOUNDATION PLAN



SITE PLAN

NOT TO SCALE



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ROWAN COUNTY BUILDING CODE ENFORCEMENT CONTACT SHEET

INSPECTORS	NEXTEL	OFFICE	EMAIL
DANA HART – Director	150*21*1003	704-216-8625	dana.hart@rowancountync.gov
THOMAS O'KELLY- Asst. Director	150*24*37628	704-216-8612	thomas.okelly@rowancountync.gov
DALE DRYE- Field Supervisor	150*24*7310	704-216-8616	michael.drye@rowancountync.gov
BRIAN GOINS- Plans Reviewer	150*24*294	704-216-8614	brian.goins@rowancountync.gov
SCOTT LOWDER	150*25*16923	704-216-8617	jesse.lowder@rowancountync.gov
DAVID LOWMAN	150*24*37707	704-216-8613	david.lowman@rowancountync.gov
DAVID PREVETTE	150*24*37620	704-216-8622	david.prevette@rowancountync.gov
BILL STRAUGHN	150*24*37732	704-216-8618	william.straughn@rowancountync.gov
LEE YOUNG	150*24*13390	704-216-8624	robbie.young@rowancountync.gov

OFFICE STAFF

CATHY SHOAF	704-216-8610	cathy.shoaf@rowancountync.gov
JULIA BROWN	704-216-8609	julia.carter@rowancountync.gov
SANDY HOWELL	704-216-8597	sandy.howell@rowancountync.gov

OFFICE	704-216-8619
INSPECTION SCHEDULING	1-866-701-3354

Inspections requested **before 4:00pm** will be scheduled for the next workday.
Inspections are completed from 8am to 4pm. We do not offer appointment times.

Inspections **WILL NOT** be scheduled if emailed in.
The inspection line **MUST** be called to schedule inspections.

List of Professional Engineers

These Professional Engineers have agreed to be on this list for public use.
Users may select ANY appropriately licensed North Carolina registered design professional.

Morton Engineering	704-857-0252
Chas H Sell Inc	704-662-0100
Piedmont Design Associates PA	704-664-7888
David Black, PE	336-239-4796
Andy Eller	704-633-6124 ext 121
Jamey Basinger	704-796-1445



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IVR Phone System Information Sheet

Dial 1.866.701.3354 to Enter into System

When prompted enter in permit number (ONLY last four or five digits of permit)

For example permit PLUM-9-09-19414, enter 1 9 4 1 4

The system will state the address associated with the permit number

Then asks if this is the correct address

Press 1 for Yes Press 2 for No

Permit Menu

Press 1 to Request New Inspection

Press 2 to Submit Cancellation of a Pending Inspection

Press 3 to Submit a Date Change for a Pending Inspection

Press 4 to Check Inspection or Permit Status

Press 9 to Return to the Main Menu

Request New Inspection (Press 1)

Prompts for the Inspection Reference Number (The 3 DIGIT IVR Number on the Inspection Handout)

The system will also list available inspections for that permit if you do not have an IVR list available.

Press 8 to Return to Previous Menu or

Enter the 3 Digit IVR Number

Press 1 for next business day (The system will say Day, Month, Date)

Press 0 to Return to Previous Menu

WE ASK THAT YOU NOT SCHEDULE MORE THAN ONE BUSINESS DAY OUT

PLEASE REMEMBER THAT 4PM IS STILL OUR CUT OFF TIME FOR INSPECTIONS

Submit Cancellation of a Pending Inspection (Press 2)

An Inspection has to be scheduled to cancel a pending inspection

'Same Day' inspections can not be cancelled – The inspection has to be cancelled before the day of inspection

Submit a Date Change for a Pending Inspection (Press 3)

An Inspection has to be scheduled to cancel a pending inspection

'Same Day' inspections can not be changed – The inspection has to be changed before the day of inspection

Check Inspection or Permit Status (Press 4)

Press 1 for Permit Status

Press 2 for Status of Inspection

Press 8 for Previous Menu

Press 9 for Main Menu

Permit Status (Press 1) - System states status

Remember: 'Signatures Needed' means the Inspections Dept. need Signatures to Schedule Inspections

'Hold for Flood' means the Flood Admin. in Planning needs to Inspect or a Survey is needed

Status of Inspection (Press 2)

Press 1 for Past Week of Inspections

Press 2 for last 2 Weeks of Inspections

Press 3 for last Month of Inspections

Press 4 for all Inspections

Press 8 for Previous Menu

Press 9 for Main Menu



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Rowan County Building Inspections – Inspection Descriptions

IVR

Building or Framing Inspections

Building Footing	Excavated area for building support *** Port a John required at first inspection***	100
Building Foundation	Basement/Crawl Space area (Includes Footing Projection Inspection) *** Port a John required at first inspection***	105
Building Footing Projection	Checking proper projection around walls or piers	110
Building Open Floor	Checking floor joists and girder locations on piers and walls before sheathing or sub floor is applied	115
Building Monolithic Slab	Footing and Slab as one pour *** Port a John required at first inspection***	120
Building Slab	Concrete pour used for building floor	125
Building Sheathing, Flashing & Windows	Checking fastening schedule for sheathing and/or wrap around walls and windows for waterproofing needs	130
Building Waterproofing	Seal applied to walls around foundation to prevent water infiltration	135
Building Drainage	Pipe and gravel for drainage	140
Building Lintels	Inspect Metal L beam to support Brick Veneer	145
Building Framing for Residential	All framing work for residential structure before sheetrock or insulation installed	150
Building Chimney	The clearances from combustibles and chimney throat and/or damper area	155
Building Insulation	Wall Cavities and Baffles in attic	160
Building Final for Residential	To final all work for residential structure	165
Building Above Ceiling Rough In	All framing work above ceiling before lay in ceiling or sheet rock is installed – Commercial	170
Building Framing for Commercial	All framing work for commercial structure before sheetrock or insulation installed – Commercial	175
Building Fire Rated Assemblies	Inspect fire rated construction – walls, columns, beams, girders, floor, ceiling and/or roof assemblies	180
Building Final for Commercial	To final all work for commercial structure	185

Electrical Inspections

Electrical Builder's Service	Same as Saw Service – Check Electrical for Temporary Electrical Service used for building purposes	200
Electrical Underslab Rough In	All electrical lines ran before slab is poured over them	205
Electrical Under Ground Lines	All electrical lines ran underground	210
Electrical Rough In	All electrical work for commercial or residential structure before sheetrock or insulation installed	215
Electrical Change of Service	Check electrical changes for Increasing or Decreasing amps or volts to a structure's electrical service	220
Electrical Conditional Power	Check electrical for 90 day temporary electrical service – NOT FOR OCCUPANCY -	225
Electrical Above Ceiling Rough In	All electrical work above ceiling before lay in ceiling or sheet rock is installed – Commercial	230
Electrical Above Ceiling Final	To final all electrical work above ceiling before lay in ceiling or sheet rock is installed – Commercial	235
Electrical Final	To final all electrical work for commercial or residential structure	240

Mechanical Inspections

Mechanical Under Ground Gas Lines	All gas lines ran underground	300
Mechanical Rough In	All mechanical work for commercial or residential structure before sheetrock or insulation installed	305
Gas Rough In	All gas line work for commercial or residential during rough in stages	310
Mechanical Gas Pressure	Test pressure on gas lines	315
Mechanical Above Ceiling Rough In	All mechanical work above ceiling before lay in ceiling or sheet rock is installed –Commercial	320
Mechanical Above Ceiling Final	To final all mechanical work above ceiling before lay in ceiling or sheet rock is installed – Commercial	325
Mechanical Conditional Gas	90 day temporary gas service – NOT FOR OCCUPANCY -	330
Mechanical Final	To final all mechanical work for commercial or residential structure	335

Plumbing Inspections

Plumbing Underslab Rough In	All plumbing lines ran before slab is poured over them	400
Plumbing Rough In	All plumbing work for commercial or residential structure before sheetrock or insulation installed	405
Plumbing Shower Pan	Rubber Membrane inspection before tile or sheetrock is put up around shower or tub fixture	410
Plumbing Sewer Tap	Drainage connection to septic tank or utilities sewer system for commercial or residential structure	415
Plumbing Water Service Line	Under ground water pipe from well or utilities services for commercial or residential structure	420
Plumbing Above Ceiling Rough In	All plumbing work above ceiling before lay in ceiling or sheet rock is installed – Commercial	425
Plumbing Above Ceiling Final	To final all plumbing work above ceiling before lay in ceiling or sheet rock is installed – Commercial	430
Plumbing Final	To final all plumbing work for commercial or residential structure	435



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Mobile Home Setup Inspections

Mobile Home Footing	Excavated area for manufactured home support	500
Mobile Home Support System	Tie Downs, Set Up and Completed Trades under manufactured home before underpinning	505
Mobile Home Bolt Up	Mobile home halves at marriage wall connections – Not for singlewides	510
Mobile Home Sewer Tap	Drainage connection to septic tank or utilities sewer system for manufactured home	515
Mobile Home Water Service Line	Under ground water pipe from well or utilities services for manufactured home	520
Mobile Home Electrical Rough In	All electrical work for mobile home structure before finals	525
Mobile Home Mechanical Rough In	All mechanical work for mobile home structure before finals	530
Mobile Home Plumbing Rough In	All plumbing work for mobile home structure before finals	535
Mobile Home Electrical Final	To final all mechanical work for mobile home structure	540
Mobile Home Mechanical Final	To final all plumbing work for mobile home structure	545
Mobile Home Plumbing Final	To final all electrical work for mobile home structure	550
Mobile Home Final	Final for Manufactured Home – includes underpinning and decks/porches	555

Modular Home Inspections

Modular Footing	Excavated area for modular building support	600
Modular Foundation	Basement or Crawl Space area for modular structure	605
Modular Bolt Up	Modular home halves at marriage wall connections – not for singlewides	610
Modular Building Rough In	All framing work for modular structure before sheetrock or insulation installed	615
Modular Electrical Rough In	All electrical work for modular structure before sheetrock or insulation installed	620
Modular Mechanical Rough In	All mechanical work for modular structure before sheetrock or insulation installed	625
Modular Plumbing Rough In	All plumbing work for modular structure before sheetrock or insulation installed	630
Modular Water Proofing or Drainage	Seal applied to walls around foundation to prevent water infiltration and/or pipe and gravel for drainage	635
Modular Sewer Tap	Drainage connection to septic tank or utilities sewer system for manufactured home	640
Modular Water Service Line	Under ground water pipe from well or utilities services for modular home	645
Modular Mechanical Final	To final all mechanical work for modular structure	650
Modular Plumbing Final	To final all plumbing work for modular structure	655
Modular Electrical Final	To final all electrical work for modular structure	660
Modular Building Final	To final all framing work for modular structure	665

Pool Installation Inspections

Pool Wet Niche	Ground electrode connection to Wet Niche light fixture and potting compound installation	700
Pool Electrical Underground Lines	All electrical work for pool structure before pool final	705
Pool Structural Steel Bonding Grid	If concrete pool – Structural Steel – interior perimeter around pool	710
Pool Perimeter Bonding Grid	Ground electrode connections from pump to bonding grid, Ladders, Handrails, Diving Boards, etc	715
Pool Electrical Rough In	All piping to motor from power supply – wiring from pump to point of delivery – and all other electrical wiring	720
Pool Electrical Final	Final all electrical work for pool structure	725
Pool Final	Final all concrete and/or frame work on pool structure and fence area	730

Special Permit Inspections

ABC	To inspect a building to sell alcoholic beverages	905
Day Care	Inspect building for use of day care	910
Group Care	Inspect building for use of group care	915



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Citizen Access on the Web

Connect to

www.rowancountync.gov/energov

and create a New Account

**Your information will then be
sent into the system where one of the office staff
will connect your information to the active permit information
You can not create an account without a permit.**



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Certification by Homeowner or Property Owner for Proposed Work to be performed by a Person, Firm or Corporation **Not Licensed by NC Licensing Board for General Contractors**

Job Site Address: _____
No. Street City State Zip

Owner Name: _____ Owner Contact Number: (_____) _____

Owner Address: _____
No. Street City State Zip

Person, Firm or Corporation Not Licensed by NC Licensing Board for General Contractors:

Contact Name: _____ Contact Number: (_____) _____

Company Name: _____ Other Contact Number: (_____) _____
List only if Applicable

Owner Address: _____
No. Street City State Zip

By my signature I understand that the person, firm or corporation proposing to perform work on my home or property is not licensed by the North Carolina Licensing Board for General Contractors, and that the total cost I pay for the work must be less than \$30,000.00. If being signed by representative, you will make sure the Owner is aware of this signed statement and that responsibility for this action still reverts back to them.

Total estimate of price to be paid for work done: \$ _____

Signature of OWNER or Representative Date

_____ County, North Carolina

I, _____, Notary Public, do hereby certify that _____
personally appeared before me and acknowledged the execution of the foregoing instrument.

Witness my hand and notarial seal this _____ day of _____, _____.

Notary Public

-Notary Seal-

My Commission Expires



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**Owner Exemption Affidavit
Pursuant to G.S. 87-14(a)(1)**

Owner Acting As Their Own Contractor

Address and Parcel identification of Real Property where building is to be Constructed or Altered:

Tax Map and Parcel _____ Address _____

I, _____, hereby claim an exemption from licensure under G.S. 87-1(b)(2) by initialing the relevant provision in paragraph 1 and initialing paragraphs 2-4 below and attesting to the following:

1. _____ I certify that I am the owner of the property set forth above on which this building is to be constructed or altered;

-OR-

_____ I am legally authorized to act on behalf of the firm or corporation which is constructing or altering this building on the property owned by the firm or corporation as set forth above. The name of the firm or corporation is: _____.
2. _____ I will personally superintend and manage all aspects of the construction or alteration of the building and that duty will not be delegated to any person not duly licensed under the terms of Article 1 of Chapter 87 of the General Statutes of North Carolina.
3. _____ I will be personally present for all inspections required by the North Carolina State Building Code, unless the plans for the construction or alteration of the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes of North Carolina.
4. _____ I understand that a copy of this AFFIDAVIT will be transmitted to the North Carolina Licensing Board for General Contractors for verification that I am validly entitled to claim an exemption under G.S. 87-1 (b)(2) for the building construction or alteration specified herein. I further understand that, if the North Carolina Licensing Board for General Contractors determines that I was not entitled to claim this exemption, the building permit issued for the building construction or alteration specified herein shall be revoked pursuant to G.S. 153A-362 or G.S. 160A-422.

Signature of Affiant

Date

_____ County, North Carolina

I, _____, Notary Public, do hereby certify that _____ personally appeared before me and acknowledged the execution of the foregoing instrument. Witness my hand and notarial seal this _____ day of _____, _____.

Notary Public

-Notary Seal-

My Commission Expires

(NOTE: It is a Class F felony to willingly commit perjury in any affidavit taken pursuant to law – G.S. 14-209)



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AFFIDAVIT OF WORKERS' COMPENSATION COVERAGE

N.C.G.S. 87-14

The undersigned applicant for Building Permit Number _____ being the

☐ Contractor ☐ Officer/Agent of the Contractor ☐ Owner Acting as Contractor

do hereby affirm under penalties of perjury that the person(s), firm or corporation performing the work set forth in the permit:

- ☐ has/have three (3) or more employees and have obtained workers' compensation insurance to cover them
- ☐ has/have one or more subcontractors(s) and have obtained workers' compensation insurance to cover them
- ☐ has/have one or more subcontractor(s) who has/have no employees and have their own policy of workers' compensation covering themselves
- ☐ has/have not more than two (2) employee's and no subcontractors

while working on the project for which this permit is sought. It is understood that the Building Code Enforcement Department issuing the permit may require certificates of coverage of workers' compensation insurance coverage prior to issuance of the permit and at any time during the permitted work from any person, firm or corporation carrying out the work.

Signed by: _____, _____, ____ / ____ / ____
Contractor / Agent / Owner Title Date



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Flood Administration Information Page

Job Site Address: _____

Tax Map/Parcel: _____

Zoning Jurisdiction: (select one)

- ☐ Rowan ☐ China Grove ☐ Landis ☐ Faith ☐ Rockwell
☐ Granite Quarry ☐ Cleveland ☐ Spencer ☐ E. Spencer ☐ Kannapolis ☐ Salisbury

Notice: Rowan County Planning and Development Department administers the Flood Ordinance to all parcel except those in City of Salisbury (including ETJ) and City of Kannapolis (including ETJ)

I have visited the appropriate Flood Ordinance Administrator and I understand that this property:

- ☐ is in or near the flood zone and requires a development permit
☐ is out of the flood zone area and does not require a flood inspection of any type

and

- ☐ is in the Rowan County's jurisdiction and the flood information is on the Zoning Permit
☐ is in a Municipality's zoning jurisdiction and requires a FLOOD STAMP from Rowan Co. Planning

If signed by a representative, I will make sure the Owner or Contractor is aware of this signed statement and that responsibility for this action still reverts back to them.

Owner or Representative

Date

Contact Information:

Rowan County: Shane Stewart, 704.216.8602, 402 N Main St, Salisbury, NC

City of Salisbury: Patrick L. Ritchie, 704.638.5203, City of Salisbury, Engineering Division

City of Kannapolis: Emily Jackson, 704.9333.5999, City of Kannapolis, Planning



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Additional Data.

The inspection department may require details, computations, stress diagrams or documentation sealed by a registered design professional and other data necessary to describe the construction or installation of a system.

North Carolina State Building Code: Administrative Code and Policies 2009 Addition, Sec. 106.2.2

Final Inspections.

Final inspections shall be made for each trade after completion of the work authorized under the technical codes.

North Carolina State Building Code: Administrative Code and Policies 2009 Addition, Sec. 107.1.8

Signed Statement

I have signed as Owner, Contractor or Applicant for this Permit Number _____ and I fully understand that by doing so I take full responsibility for making sure that the additional data needed is submitted and that the final inspections are scheduled on this and all other permits pertaining to this job. As applicant, I will make sure the Owner or Contractor is aware of this signed statement and that responsibility for this action still reverts back to them. Failure to obtain final inspections on this or any related permits or occupying a structure without a Certificate of Occupancy shall be guilty of a Class 1 misdemeanor per section 153A-363 in the North Carolina General Statutes.

Signature of Applicant: _____ Date: _____

Check One: ☐ Owner ☐ Licensed Contractor ☐ Applicant for Owner ☐ Applicant for Contractor